

REASON FOR						POSITION DESCRIPTION COVER SHEET					
1. NEW		2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER		3. REPLACES PD NUMBER							
RECOMMENDED											
4. TITLE						5. PAY PLAN		6. SERIES		7. GRADE	
8. WORKING TITLE						9. INCUMBENT (Optional)					
OFFICIAL											
10. TITLE Engineering Aid											
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE		16. I/A		17. CLASSIFIER			
GS	802		03	MONTH/DAY/YEAR		YES NO		MS			
				4/22/02							
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)											
1st						5th					
2nd						6th					
3rd						7th					
4th						8th					
SUPERVISOR'S CERTIFICATION											
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may continue violations of such statute or their implementing regulations.											
19. Supervisor's Signature				20. Date		22. Second Level Supervisor's Signature				23. Date	
21. Supervisor's Name and Title						24. Second Level Supervisor's Name and Title					
FACTOR EVALUATION SYSTEM											
FACTOR		25. FLD/BMK		26. POINTS		FACTOR		25. FLD/BMK		26. POINTS	
1. Knowledge Required						6. Personal Contacts					
2. Supervisory Controls						7. Purpose of Contacts					
3. Guidelines						8. Physical Demands					
4. Complexity						9. Work Environment					
5. Scope and Effect						27. TOTAL POINTS				27.	
Grade based on PCS for Engineering Technician Series, GS-802 (TS-19 dtd 8/74, TS-80 dtd 6/69)								28. GRADE		28.	
CLASSIFICATION CERTIFICATION											
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.											
29. Signature /S/ MARILYN STETKA								30. Date 4/22/02			
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)											
32. Remarks: FLSA: N						Standard Job# 802-03			33. OPM Certification Number		

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D/I/R				03	

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC.SER (4)	3. OCC FUNC. CD (2)	4. OFF. TITLE CD (5)	5. OFF. TITLE (38)																												
GS	802		0007	ENGRG AID																												
6. HQ.FLD.CD. (1)			7. SUP.CD. (1)						8. CLASS STD. CD. (1)			9. INTERDIS. CD. (1)			10. DT. CLASS (6)																	
1=HQ 2=FLD			8			2=Sup. GSSG 4=Sup. CSRA 5=Mgmt. CSRA			6=Leader WLGE 8=All Others			X=New Std. Applied Blank=NA			N=NO Y=Interdis			MO DAY YEAR														
															4 22 02																	
11. EARLY RET. CD. (1)						12. INACT/ACT (1)						13. DT. ABOL. (6)			14. DT.INACT/REACT (6)			15. AGCY. USE (10)														
1=Primary 2=Secondary						3=Foreign Svc. Blank=NA						A						I=Inactive A=Active						MO DAY YEAR			MO DAY YEAR					
16. INTERDIS. SER. (40)																																
(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)												
17. INTERDIS. TITLE CD. (50)																																
(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)												

C. INDIVIDUAL POSITION

1. FLSA CD/PAY TABLE CD (1)				2. FIN. DIS. REQ. (1)				3. POS. SCHED. (1)				4. POS. SENS. (1)				5. COMP. LEV. (4)																							
N				E=Exempt N=Nonexempt				0				0=None 3=SF 278 4=OGE 450				A=Sched A B=Sched B C=Sched C				0=Excepted but not A, B, C				1N N				1=Low risk/non sensitive 2=Non critical sensitive				4=Special sensitive 5=Moderate risk 6=High risk				03EA			
6. WK. TITLE CD. (4)								7. WK TITLE (38)																															
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)																															
1st		2nd		3rd		4th		5th		6th		7th		8th		0=Position Action No Vacancy A=No Change				B=Lower Grade C=Higher Grade				D=Different title and/or series E=New Position/New FTE															
10. TARGET GD. (2)				11. LANG. REQ. (2)				12. PROJ. DTY. IND. (1)				13. DUTY STATION (9)				14. BUS. CD. (4)				15. DT. LST. AUDIT (6)				16. PAS. IND. (1)				17. DATE EST. (6)											
								Blank=N/A Y=Yes				State (2) City(4) Cnty(3)								MO DAY YEAR				Blank=N/A 1=PAS				MO DAY YEAR											
																								04 22 02															
18. GD. BASIS. IND. (1)												19. DT. REQ. REC. (6)				20. NTE. DT. (6)				21. POS. ST. (1)																			
N												1=Rev. when vacant 2=Impact of Person 3=Sup./GSSG				4=Sup./Program 5=RGE 6=Policy Analysis GEG				MO DAY YEAR				MO DAY YEAR				Y=Perm N=Other											
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																																							
Normal Act 1=Desk Audit 2=Sup. Audit 3=Paper Rev. 4=PME/Activity Rev.				Maintenance Review Act 5=Desk Audi 6=Sup. Audit 7=Paper Rev. 8=Panel Rev.				Results 1=No Action Req. 2=Minor PD Change 3=New PD Req. 4=Title Change				5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade 8=New Pos.				9=Other																							
23. DT. EMP. ASGN. (6)				24. DT. ABOL. (6)				25. INACT/ACT (1)				26. DT. INACT/REACT (6)				27. ACCTG. STAT. (4)				28. INT. ASGN. SER. (4)				29. AGCY. USE (8)															
MO		DAY		YEAR		MO		DAY		YEAR		A		1=Inact. 2=Act.		MO		DAY		YEAR																			
30. CLASSIFIER'S SIGNATURE												31. DATE																											
32. REMARKS																																							
Standard Job #802-03																																							

A. Major Duties

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following in a laboratory, shop, or field setting:

Operates simple test instruments and controls during tests, makes simple adjustments, and records data. Performs specified arithmetic computations, either manually or by using computers.

Uses standard tables and substitutes formulas as required.

Plots data or results.

Records, installs, and maintains instruments and equipment involving simple wiring, soldering, grinding, etc.

Abstracts and compiles specified data from records or other sources such as specifications and drawings.

Examines materials, instruments, equipment, or items to be tested for flaws or defects. Observes operation of instruments and equipment to detect apparent malfunctions.

Searches for cause when deviations occur.

Maintains work area and related equipment in a proper and safe manner; maintains supplies; and cleans and organizes equipment and supplies.

B. Evaluation Factors

1. Knowledge Required by the Position

General knowledge of engineering processes, methods, and techniques.

Skill in the operation of basic instruments and equipment common to the specific area of research being conducted to perform routine tests or take measurements and readings.

Ability to keep exact and detailed records of data obtained from experiments.

Ability to operate a personal computer using word processing and/or other software programs.

Ability to detect subtle variations in test results and in instrumentation.

2. Supervisory Controls

All assignments are clearly defined and made, orally or in writing, with specific and detailed instructions. The incumbent works as instructed and consults with the supervisor or designated authority on all matters not specifically covered in the original guidelines or instructions. The work is closely controlled through supervisory review which includes checking progress and/or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

3. Guidelines

Procedures for doing work have been established and a number of guidelines are available such as handbooks, textbooks, equipment guides, equipment manuals, and files from previous projects. Incumbent is given guidance in locating and selecting the most appropriate guidelines, references, and procedures for applications. Situations to which the existing guidelines cannot be applied or that require significant deviations from guidelines are referred to the supervisor.

4. Complexity

Most assignments involve routine engineering tasks that are clear-cut and directly related. Steps for completing assignments according to written and oral instructions are memorized. Outside of repetitive assignments, there is little or no choice to be made in deciding what needs to be done. Work performed is quickly mastered.

5. Scope and Effect

The work involves the performance of specific routine operations that include a few separate tasks or procedures. The purpose of this work is to provide a support service to others, but has little impact beyond the immediate research unit or location.

6. Personal Contacts

Contacts are primarily with other employees within the research location and facilities.

7. Purpose of Contacts

The purpose of the contacts is to obtain, clarify, or give facts or information. The facts or information may range from easily understood to technical.

8. Physical Demands

The work requires regular and recurring physical exertion such as standing for prolonged periods; walking over rough and uneven surfaces; considerable bending, stooping, reaching, or similar activities; or lifting moderately heavy (less than 50 lbs.) items. Good eye and hand coordination is necessary to perform satisfactorily.

9. Work Environment

The work is performed in a laboratory, shop, or other research setting which involves moderate risks or discomforts requiring special safety precautions, e.g., working around moving parts and machines. Incumbent occasionally will be required to use protective clothing or gear such as masks, gowns, goggles, gloves. Incumbent is also exposed to moderate discomforts, such as noise and adverse weather.

C. Other Considerations (Check if applicable)

- ☐ Supervisory Responsibilities (EEO Statement)
- ☐ Training Activities - Career Intern, Student Career Experience Program
- ☐ Motor Vehicle or Commercial Driver's License Required
- ☐ Pesticide Applicators License Required
- ☐ Safety/Radiological Safety Collateral Duties
- ☐ EEO Collateral Duties
- ☐ Drug Test Required
- ☐ Vaccine(s) Required
- ☐ Financial Disclosure Required
- ☐ Special Physical Requirements/Demands
- ☐ Other: